

CAREER OPPORTUNITY

EMPLOYMENT & TRAINING WORKER I

GLENN COUNTY HUMAN RESOURCE AGENCY

Monthly Salary: \$2,472 - \$3,006

Application Deadline:

March 6, 2009

Close of Business

Written Test Date:

Tentatively scheduled for
Saturday, March 21, 2009

Oral Examination:

Tentatively scheduled for the
week of April 6, 2009

Location:

The administrative offices for
the Glenn County Human
Resource Agency are located
in Willows and Orland,
California.

The existing eligible list will be
abolished upon completion of
this examination.

The Position

Working under close supervision, the Employment & Training Worker I is the entry/trainee level in the Employment & Training Worker series. An Employment & Training Worker I provides employability services to eligible applicants of local social service agencies and public assistance programs; applies program regulations and procedures; assesses employment potential and barriers that interfere with securing employment; identifies needs for social and health services and makes referrals; uses an automated system to maintain and monitor participants' records and generate reports; may determine the eligibility of applicants and recipients for public assistance programs through interactive interviewing and fact gathering; and performs related work as required. As requisite skills and knowledge are developed, greater independence and the full scope of responsibility are exercised. Employees are expected to promote to Employment & Training Worker II after one year of satisfactory performance at the trainee level.

Note: At the discretion of the Glenn County Department of Human Resources and with the approval of Merit System Services, qualified candidates certified to the eligible list established by this exam may be appointed to the Employment & Training Worker II (E&TW II) level if the appointee meets the E&TW II minimum qualifications. The Salary for the E&TW II is \$ 2,716 to \$3,300 monthly.

Minimum Qualifications

See Reverse

Additional Information

License: A valid driver's license may be required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

The ability to speak, read, and write Spanish in addition to English would be an asset in this position, but is not required. Applicants for English/Spanish bilingual designated positions must take and pass the Merit System Services bilingual proficiency examination prior to appointment.

Minimum Qualifications

While the following requirements outline the minimum qualifications, the department reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee an invitation to the test.

Employment & Training Worker I:

EITHER

One (1) year of full-time experience comparable to Eligibility Worker II or Social Worker I.

OR

Six (6) months of full-time experience comparable to Eligibility Worker II **AND** completion of 15 semester (22 quarter) college units in career planning, vocational guidance principles, personality development, occupational testing and measurement, or counseling preparation.

OR

Eighteen months of full-time experience providing case management, vocational guidance, employment counseling or employment placement services; **AND** completion of 15 semester (22 quarter) college units in career planning, vocational guidance principles, personality development, occupational testing or counseling preparation.

OR

Two (2) years of full-time experience providing case management, vocational guidance, employment counseling or placement services;

OR

A Bachelor's degree in a behavioral science (psychology, sociology, social work, counseling, vocational guidance), education, business/public administration or a closely related field, including successful completion of 15 semester or 22 quarter college units in career planning, vocational guidance principles, personality development, occupational testing and measurement, or counseling preparation.

Employment & Training Worker II:

EITHER

One (1) year of full-time experience comparable to Employment & Training Worker I;

OR

Thirty (30) months of full-time experience performing vocational guidance, employment counseling or placement services; **and** Completion of 15 semester or 22 quarter college units in career planning, vocational guidance principles, personality development, occupational testing & measurement or counseling preparation;

OR

Three (3) years of full-time experience performing vocational guidance, employment counseling or placement services;

OR

A Bachelor's degree in behavioral science (psychology, sociology, social work, counseling, vocational guidance), education, business/public administration or a closely related field, including successful completion of 15 semester or 22 quarter college units in career planning, vocational guidance principles, personality development, occupational testing and measurement, or counseling preparation; **and** one (1) year of full-time experience performing vocational guidance, employment counseling or placement services.

Glenn County is an Equal Opportunity Employer

HOW TO APPLY FOR THIS EXAMINATION

Applicants must submit a completed MSS application and Class List as described under Minimum Qualifications. Applicants are encouraged to apply online by logging onto www.mss.ca.gov and following the instructions. Applicants without Internet access can obtain an application packet by contacting MSS, the Glenn County Human Resource Agency administrative offices, or the County Personnel Department. **Application documents must be mailed to the address below and received by close of business on the application deadline. POSTMARKS ARE NOT ACCEPTED.**

MERIT SYSTEM SERVICES

241 Lathrop Way, Sacramento, CA 95815
(916) 263-3614

Note: Your application and any additional material become the property of MSS and will not be returned. Please make a copy for your file.

THE EXAMINATION PROCESS

All completed applications will be screened against the Minimum Qualifications. Approved applications may be evaluated further to identify the most qualified applicants. When your status is determined, MSS will send you a letter via U.S. Mail informing you of such. Selected applicants will be invited to the next step of the examination process; see tentative dates on the front of this recruitment bulletin.

The examination process may include one or more of the following components: application evaluation, competitive rating of the application, and if required, a supplemental questionnaire; a written examination; job related exercise; and/or an oral examination.

SPECIAL TESTING ARRANGEMENTS

Special testing arrangements may be made to accommodate applicants with disabilities or whose religious convictions prevent them from testing on a specific date. If you require such arrangements, it is your responsibility to contact MSS (see the phone number below) at least TWO WEEKS PRIOR to the scheduled examination date and to provide MSS with a letter of confirmation from a doctor, school, religious pastor, etc. This letter will need to be on their company letterhead. Don't forget to call or you may not be granted your special arrangement. The phone number is (916) 263-3614.

FOREIGN EDUCATION

Applicants who completed their education outside of the United States must submit verification of degree equivalency along with their application. You may contact Education Records Evaluation Service, Inc. (916) 921-0790 or visit their website at www.eres.com for information on equivalency. Additional organizations that provide foreign education credential evaluation services can be found at www.naces.org. MSS will accept verification of degree equivalency from any of the listed member agencies.

Nothing in this recruitment bulletin constitutes an expressed or implied contract. MSS reserves the right to make necessary modifications to the examination plan and/or schedule in accordance with Local Agency Personnel Standards.

Bulletin Issue Date: February 19, 2009

EMPLOYMENT AND TRAINING WORKERS CLASS COURSE LISTING

Name:	SSN:
County:	Date:

Some patterns of the minimum qualifications for Employment and Training Worker I, II, III and Supervisor require successful completion of 15 semester (22 quarter) college units in career planning, vocational guidance principles, personality development, occupational testing and measurement counseling preparation. Candidates who are relying on their completion of these courses to meet the minimum qualifications must complete and submit this form with their MSS application. **FAILURE TO DO SO BY THE APPLICATION DEADLINE WILL RESULT IN YOUR EXCLUSION FROM THE EXAMINATION.** (College transcripts MAY NOT be substituted for this form.)

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